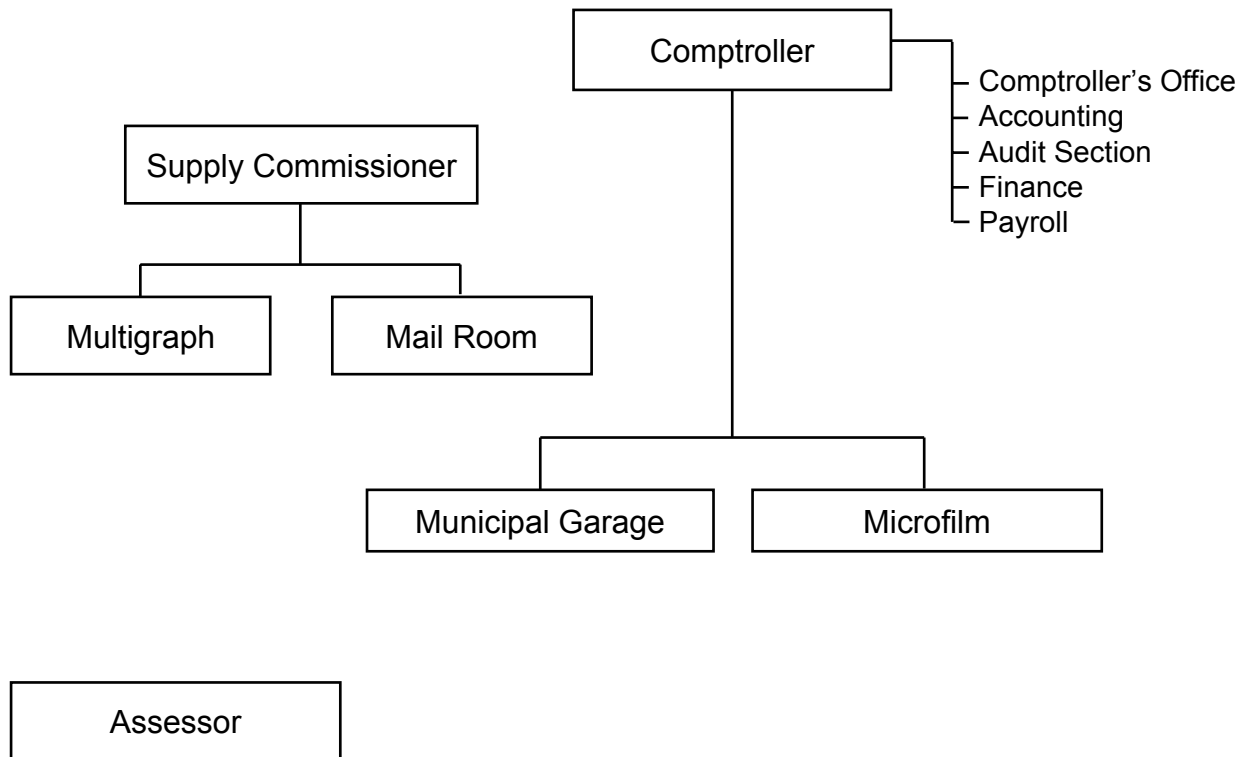


DEPARTMENT OF FINANCE

DEPARTMENT OF FINANCE

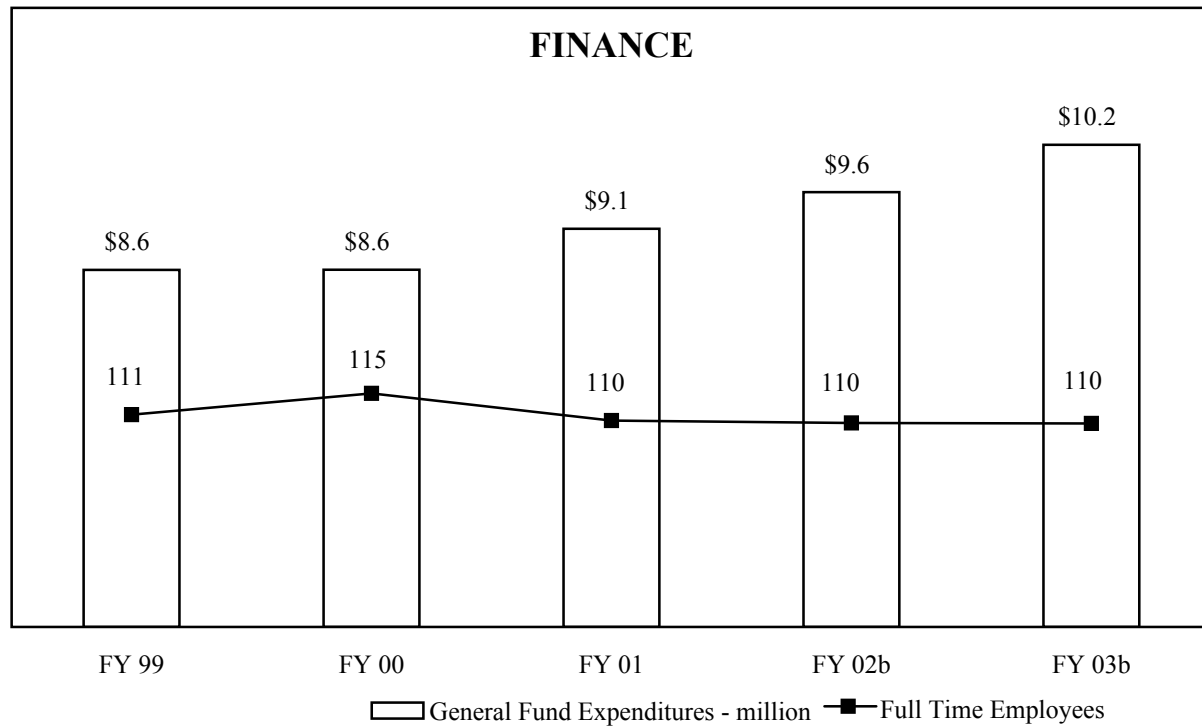


FINANCE

Budget By Division	Actual FY01	Budget FY02	Budget FY03
160 Comptroller	6,863,633	7,366,797	7,872,310
162 Municipal Garage	223,522	243,745	259,883
163 Microfilm Section	248,419	301,913	315,564
170 Supply Commissioner	528,573	581,598	598,431
171 Multigraph Section	1,281,698	1,124,121	1,183,436
Total General Fund	\$9,145,845	\$9,618,174	\$10,229,624
Lateral Sewer Fund	48,261	52,166	55,283
Columbia Bottoms	1,229,345	0	0
Tax Increment Financings	3,043,835	1,893,550	1,943,717
Trustee Lease Fund	3,011,999	1,172,050	1,052,000
Mail Room Service Fund	579,607	843,703	871,123
180 Assessor (Assessment Fund)	3,556,186	3,743,807	4,019,438
Grant and Other Funds	0	0	170,900
Total Department All Funds	\$20,615,078	\$17,323,450	\$18,342,085

Personnel By Division	Actual FY01	Budget FY02	Budget FY03
160 Comptroller	73.0	73.6	73.5
162 Municipal Garage	7.0	7.0	7.0
163 Microfilm Section	7.0	7.0	7.0
170 Supply Commissioner	11.0	11.0	11.0
171 Multigraph Section	12.0	11.0	11.0
Total General Fund	110.0	109.6	109.5
172 Mail Room	5.0	5.0	5.0
180 Assessor (Assessment Fund)	80.0	75.0	75.0
Grant and Other Funds	24.0	22.4	24.5
Total Department All Funds	219.0	212.0	214.0

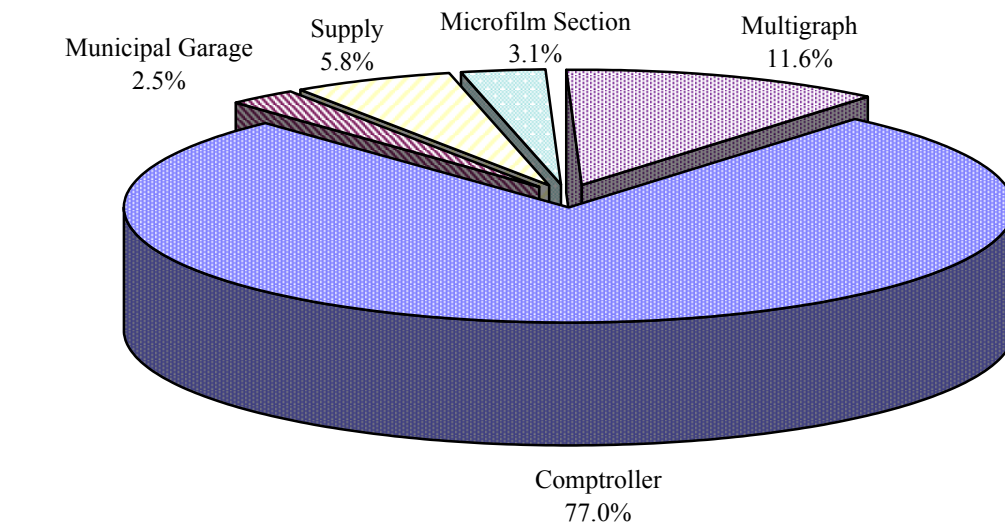
FINANCE



Major Goals and Highlights

- o Have 100% of purchase contracts in place prior to expiration
 - o Attain 30 day average for processing purchase requisitions and bids
 - o Manage Multigraph's printed forms inventory by utilizing historical database
 - o Provide \$1.9 million in insurance coverage premiums for various City facilities
- o Maintain and encourage certifications and licensures of property tax appraisal staff
 - o Maintain real estate appraisals on over 138,000 real estate parcels in City

FINANCE



Department General Fund Budget = \$10.2 million

- o Continue to maintain and enhance user access to property tax information on the internet
- o Coordinate for delivery of nearly 1.9 million pieces of outgoing mail
- o Develop a Web page and other on-line purchasing methods for Supply Division
- o Develop a uniform Emergency requisition for use by department customers of Supply Division

Department: Finance
Division: 160 Comptroller

Division Budget

Services Provided & FY03 Highlights

The Comptroller's Office supervises the fiscal affairs of the City. It is responsible for all accounting, payroll and auditing functions as well as supervision of the Municipal Garage, and Microfilm Section. The Comptroller's office also manages the City's telecommunications services and oversees payment on such expense items as the City's insurance policies and sewer bills. The Comptroller is one of three members of the City's Board of Estimate and Apportionment. The Comptroller's Office serves as the cost center for payment on the principal and interest on Tax Increment Revenue bonds and certain administrative costs for the Lateral Sewer Line program. The budget also contains payments from the Trustee Lease Fund. The Trustee Lease Fund contains revenues such as interest on debt service reserves from various lease debt agreements. These funds are held by a trustee with their use restricted to offset lease payments. The FY03 budget for the Comptroller's Office contains \$1.9 million in insurance premiums an increase of \$300,000 over FY02, reflecting the higher premium rate environment since the end of last year.

General Fund Budget By Expenditure Category	Actual FY01	Budget FY02	Budget FY03
Personal Services	3,452,674	3,793,863	4,052,629
Materials and Supplies	33,135	35,424	38,450
Equipment, Lease & Assets	61,793	614,664	613,730
Contractual and Other Services	3,316,031	2,922,846	3,167,501
Debt Service and Special Charges	0	0	0
Total General Fund	\$6,863,633	\$7,366,797	\$7,872,310
Lateral Sewer Fund	\$48,261	\$52,166	\$55,283
Columbia Bottoms	\$1,229,345	\$0	\$0
Tax Increment Financings	\$3,043,835	\$1,893,550	\$1,943,717
Trustee Lease Fund	\$3,011,999	\$1,172,050	\$1,052,000
Grant and Other Funds	\$0	\$0	\$170,900
Total Budget All Funds	\$14,197,073	\$10,484,563	\$11,094,210
Number of Full Time Positions			
General Fund	73.0	73.6	73.5
Other	23.0	21.4	23.5
Total	96.0	95.0	97.00

Department: Finance
Division: 162 Municipal Garage

Division Budget

Services Provided & FY03 Highlights

This Division is responsible for the maintenance of the Municipal Garage, which has a capacity of 435 parking spaces, and the City owned vehicles located in the garage.

General Fund Budget By Expenditure Category	Actual FY01	Budget FY02	Budget FY03
Personal Services	207,574	226,095	241,733
Materials and Supplies	4,985	7,150	7,650
Equipment, Lease & Assets	0	2,000	2,000
Contractual and Other Services	10,963	8,500	8,500
Debt Service and Special Charges	0	0	0
Total General Fund	\$223,522	\$243,745	\$259,883
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$223,522	\$243,745	\$259,883
Number of Full Time Positions			
General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
Total	7.0	7.0	7.0

Department: Finance
Division: 163 Microfilm Section

Division Budget

Services Provided & FY03 Highlights

The Microfilm Section is responsible for microfilming or scanning documents received from various departments as well as maintaining and providing records in the archival library. This Division also provides City Departments with document reproduction and general copying services.

General Fund Budget By Expenditure Category	Actual FY01	Budget FY02	Budget FY03
Personal Services	200,487	222,913	236,564
Materials and Supplies	13,298	25,000	25,000
Equipment, Lease & Assets	23,489	26,000	37,000
Contractual and Other Services	11,145	28,000	17,000
Debt Service and Special Charges	0	0	0
	<hr/>	<hr/>	<hr/>
Total General Fund	\$248,419	\$301,913	\$315,564
Grant and Other Funds	\$0	\$0	\$0
	<hr/>	<hr/>	<hr/>
Total Budget All Funds	\$248,419	\$301,913	\$315,564

Number of Full Time Positions

General Fund	7.0	7.0	7.0
Other	0.0	0.0	0.0
	<hr/>	<hr/>	<hr/>
Total	7.0	7.0	7.0

Department: Finance
Division: 170 Supply Commissioner

Division Budget

Services Provided & FY03 Highlights

The Supply Division is responsible for the procurement of all supplies, equipment, equipment maintenance and selected services for all City departments. The division processes approximately 5,500 requisitions per year and administers approximately 270 purchase contracts. In FY02, Supply developed new contracts for replacement & repair of auto glass and auto parts, playground equipment, liquid chlorine and hazardous material supplies, and mailing services. In FY03, the Supply Division will pursue such efficiency efforts as increasing the discretionary purchase threshold to \$500 from \$200 to reduce overhead and creating a uniform emergency purchase requisition for all departments. Efforts will continue to maintain the existing web page as another means of providing bid information to the public.

General Fund Budget By Expenditure Category	Actual FY01	Budget FY02	Budget FY03
Personal Services	504,436	550,748	577,031
Materials and Supplies	3,599	3,050	2,000
Equipment, Lease & Assets	0	7,500	9,000
Contractual and Other Services	20,538	20,300	10,400

Total General Fund	\$528,573	\$581,598	\$598,431
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$528,573	\$581,598	\$598,431

Number of Full Time Positions

General Fund	11.0	11.0	11.0
Other	1.0	1.0	1.0
Total	12.0	12.0	12.0

Service Description	Actual FY01	Estimated FY02	Estimated FY03
o Process supply bids	2,544	2,316	2,356
o Contract administration	265	270	280
o Contracts in place prior to expiration	85%	95%	100%
o Avg. no. of days to process bids	36	36	30

Department: Finance
Division: 171 Multigraph Section

Division Budget

Services Provided & FY03 Highlights

The Multigraph Section provides the various forms, brochures, letterheads and informational materials required by the City's departments and agencies. Multigraph provides typesetting, graphic design, photography, press work and bindery services. For printing services not provided in-house, Multigraph is responsible for writing specifications and bids for specialized printing to private vendors. The Multigraph Division provides printing services to City agencies. The FY03 budget reflects an increase in contract printing due to Election Board needs in this election year.

General Fund Budget By Expenditure Category	Actual FY01	Budget FY02	Budget FY03
Personal Services	465,118	491,839	508,661
Materials and Supplies	207,249	176,450	191,200
Equipment, Lease & Assets	49,363	53,732	54,152
Contractual and Other Services	559,968	402,100	429,423
Debt Service and Special Charges	0	0	0
Total General Fund	\$1,281,698	\$1,124,121	\$1,183,436
Grant and Other Funds	\$0	\$0	\$0
Total Budget All Funds	\$1,281,698	\$1,124,121	\$1,183,436

Number of Full Time Positions

General Fund	12.0	11.0	11.0
Other	0.0	0.0	0.0
Total	12.0	11.0	11.0

Service Description	Actual FY01	Estimated FY02	Estimated FY03
o Pre-press composing - typesetting	660	695	670
o Press bindery service - print requests	1,485	1,565	1,510
o Copy services - duplication jobs	495	620	512
o Commercial job requests	330	342	335

Department: Finance
Division: 172 Mail Room

Program Budget

Services Provided & FY03 Highlights

The mail room coordinates both outgoing City mail and mail between City offices. By consolidating outgoing mail and standardizing to meet the Postal Service guidelines for "C.A.S.S Bar Coding" automated mailing, the City receives discounted postage rates and thereby reduces postage expenses. Mail room services also reduce the need for messenger service required by certain departments. This program also offers an inserting service to departments, where computer generated mailings are separated and inserted in to envelopes, saving hand labor by the departments.

Budget By Expenditure Category	Actual FY01	Budget FY02	Budget FY03
Personal Services	128,927	163,983	171,773
Materials and Supplies	3,476	4,420	4,000
Equipment, Lease & Assets	8,243	53,000	0
Contractual and Other Services	438,961	622,300	695,350
Debt Service and Special Charges	0	0	0
Total	\$579,607	\$843,703	\$871,123

Number of Full Time Positions

General Fund	0.0	0.0	0.0
Other	5.0	5.0	5.0
Total	5.0	5.0	5.0

Service Description	Actual FY01	Estimated FY02	Estimated FY03
o Coordinate outgoing mail	1,106,405	1,170,639	1,278,923
o Deliver internal mail	91,078	83,325	91,033
o Inserting in envelopes	461,492	473,348	517,131

Department: Finance
Division: 180 Assessor

Division Budget

Services Provided & FY03 Highlights

The responsibility of the Assessor's office is to assess real and personal property, keep records of all real estate transactions and maintain a current record of property ownership in the City. In every odd year, the Assessor will assess all real property located within the City in accordance with a two year assessment and equalization maintenance plan approved by the State Tax Commission. The office is funded through reimbursements from the state and commissions from other taxing jurisdictions. The City subsidizes the operating cost of the office through a General Fund appropriation in Department 190 City Wide Accounts. In FY03, the Assessor's Office will continue its efforts to enhance its existing website and expand use of electronic data storage in order to make government/business interaction more efficient and user friendly.

Budget By Expenditure Category	Actual FY01	Budget FY02	Budget FY03
Personal Services	2,879,730	3,101,236	3,306,133
Materials and Supplies	23,832	19,500	32,730
Equipment, Lease & Assets	19,849	35,071	29,075
Contractual and Other Services	632,775	588,000	651,500
Debt Service and Special Charges	0	0	0
Total	\$3,556,186	\$3,743,807	\$4,019,438

Number of Full Time Positions

Total	80.0	75.0	75.0
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Service Description	Actual FY01	Estimated FY02	Estimated FY03
o Real estate appraisals	138,572	138,382	138,300
o Personal property appraisals	136,000	134,085	134,100